# Student Administrative Services

This page is designed to assist Clarkson faculty and staff with the administrative processing related to student records. Contact the Registrar's office or SAS if you are unable to find the answers to your questions here!

## Frequently Asked Questions
- Important dates: Academic Calendar & Schedule of Academic Activities
- Family Educational Rights and Privacy Act (FERPA) information
- What is SAS?

## Need More Help?
- Contact SAS at 315-268-6451
- [https://intranet.clarkson.edu/student-life/sas/](https://intranet.clarkson.edu/student-life/sas/)

## Other Resources
- Graduate School Knowledge Base
- SAS Forms

## Class Scheduling Resources
- Class Demand Report
- Textbook Information
- Distance Course Delivery Modes
- Schedule and Waitlist Basics

## Regulations and other Information
- FERPA
- Clarkson Regulations
- Clarkson Catalogs

## Technical Resources
- myCU (PeopleSoft Student 9.2) Knowledge Base
- Query Information
- The 3 C's

---

## What is SAS?
SAS is a combination of the Registrar's office, Bursar's office, and Financial Aid. At the heart of SAS are six Student Service Representatives, who are cross-trained in all three areas. Every student is assigned a SAS Rep who will build a personal relationship with them throughout their time at Clarkson. If there is a need for a student (or family member) to contact SAS, they should request first to speak with their Student Service Representative.

### Potsdam Campus Phone: 315-268-6451
Graham Hall, 1st Floor

### Capital Region Phone: 518-631-9910
80 Nott Terrace, Graduate Center Office

sas@clarkson.edu
Main email address for SAS. Emails are triaged by the SAS front-desk staff. If you aren't sure where to direct a question to, send it here!

sasgrad@clarkson.edu

Main email address for graduate student-related questions at the Potsdam campus. Monitored by the SAS Grad Reps. The Reps are cross-trained in all areas of student records, student financials, and financial aid. They are trained to interpret academic records, and are heavily involved in the billing and financial aid processes. The Potsdam Rep is also the main point of contact for employer reimbursement.

sasgradcrc@clarkson.edu

Main email address for graduate student-related questions at the Capital Region campus. Monitored by the SAS Grad Reps. The Reps are cross-trained in all areas of student records, student financials, and financial aid. The Reps are trained to interpret academic records, and are heavily involved in the billing and financial aid processes. (Employer reimbursement questions will be forwarded to the Potsdam Rep if sent to this email address.)

registrar@clarkson.edu

Main email address for the Registrar's office, and monitored by all Registrar staff members. Emails related to transfer credit, withdrawals, grading, graduation status, transcripts, major/minor/degree changes, etc. If it is academic-related, and you aren’t sure where to send it - send it here.

commencement@clarkson.edu

Monitored by SAS Director and Student Records Specialist. All emails related to the graduation ceremony should be directed here.

---

**Browse by topic**

<table>
<thead>
<tr>
<th>A-L</th>
<th>M-S</th>
</tr>
</thead>
<tbody>
<tr>
<td>add/drop</td>
<td>meeting-notes</td>
</tr>
<tr>
<td>experience-canvas</td>
<td>peoplesoft</td>
</tr>
<tr>
<td>f erpa</td>
<td>procedures</td>
</tr>
<tr>
<td>file-list</td>
<td>project-poster</td>
</tr>
<tr>
<td>grad-students</td>
<td>query</td>
</tr>
<tr>
<td>guide</td>
<td>resources</td>
</tr>
<tr>
<td>heoa</td>
<td>sas</td>
</tr>
<tr>
<td>how-to</td>
<td>scheduling</td>
</tr>
<tr>
<td>loa</td>
<td>spn</td>
</tr>
<tr>
<td>T-Z</td>
<td></td>
</tr>
<tr>
<td>transfer_credit</td>
<td></td>
</tr>
<tr>
<td>withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

**Recently updated articles**

- Managing Standard Periods of Non-Enrollment (SPN)
  Sep 28, 2020 • updated by Jennifer Stokes • view change
- Back to Basics
  Jul 13, 2020 • updated by Krista Larock Wells • view change
- Federal Textbook Requirement
  Jul 10, 2020 • updated by Jennifer Stokes • view change
- Student Administrative Services
  Apr 14, 2020 • updated by Krista Larock Wells • view change
- Back to Basics
  Mar 25, 2020 • updated by Jennifer Stokes • view change
- CRC Joint Program Management
  Mar 05, 2020 • updated by Jennifer Stokes • view change
- Student Administrative Services
  Mar 05, 2020 • updated by Jennifer Stokes • view change
- Graduate Student Withdrawal Process
  Feb 26, 2020 • updated by Jennifer Stokes • view change
- Transfer Credit Guidelines for Faculty and Staff
  Feb 26, 2020 • updated by Jennifer Stokes • view change
- Query Information
  Feb 25, 2020 • updated by Jennifer Stokes • view change
- Graduate Student Program Changes
  Sep 05, 2019 • updated by Krista Larock Wells • view change
- Awarding a Certificate at the same time as an MS Degree
  Sep 05, 2019 • created by Krista Larock Wells
- The Family Educational Rights and Privacy Act (FERPA) of 1974
  Aug 13, 2019 • updated by Jennifer Stokes • view change
- Graduate Student Program Changes